

LINLITHGOW
BURGH
HALLS



Venue information

1 April 2019 – 31 March 2020



01506 282720 | burgh.halls@westlothian.gov.uk

Linlithgow Burgh Halls, The Cross, Linlithgow, West Lothian, EH49 7AH

www.linlithgowburghhalls.co.uk



Events at Linlithgow Burgh Halls

Linlithgow Burgh Halls is an elegant Grade A-listed building steeped in tradition at the heart of Linlithgow next to historic Linlithgow Palace, St Michael's Church and Linlithgow Loch.

Transformed by a £5.2 million redevelopment the building has contemporary meeting & function rooms available for hire and also boasts a stunning new roof terrace, a cafe, an art gallery, a visitor information centre and gardens.

Our contemporary function rooms offer flexible space - whatever you need for your special event, our team of staff are on hand to assist throughout your day.

Linlithgow Burgh Halls is situated in a beautiful and historic Scottish town in the heart of central Scotland - whether you're organising a birthday party, anniversary, christening or just a reunion with friends it's the perfect setting for any occasion.

VENUE INFORMATION PACK

To arrange a viewing please contact us at
Tel: 01506 282720 or email: burgh.halls@westlothian.gov.uk

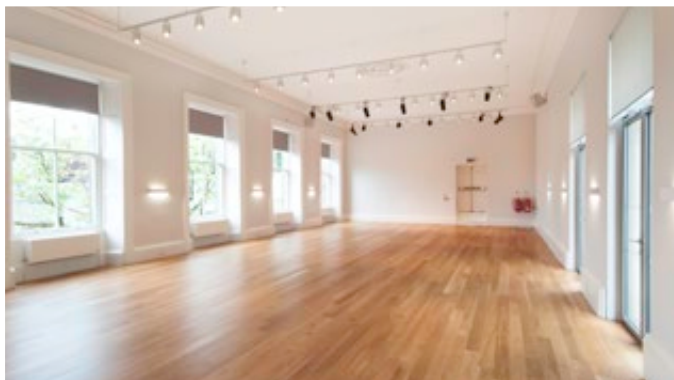
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ROOM CAPACITIES



ROOM NAME	LENGTH (METRES)	WIDTH	HEIGHT	MAXIMUM CAPACITY
Provost Lawrie Hall	18	84	4.9	152 standing 150 seated
Baillie Hardie Hall	17.2	7.3	5.2	129 standing 120 seated
Education Room	7.2	6.5	Barrel vault	48



VENUE HIRE



Education Room / Garden Room	WLC Events / Community Groups Non Income Generating	Community Groups Income Generating	Commercial Organisations
Hourly rate	£12.30	£19.25	£37.50
Half Day (4 hours)			£136.00
Full Day (8 hours)			£273.00
Day Delegate Rate	£22.50		

Baillie Hardie Hall / Provost Lawrie Hall	WLC Events / Community Groups Non Income Generating	Community Groups Income Generating	Commercial Organisations
Hourly rate (weekdays)	£20.30	£28.40	£60.00
Hourly rate (weekends)	£31.00	£45.00	£77.00
Half Day (4 hours) weekdays			£218.00
Full Day (8 hours) weekdays			£438.00
Half Day (4 hours) weekends			£276.00
Full Day (8 hours) weekends			£552.00
Day Delegate Rate*	£22.50		

WLC Events: Events held by West Lothian Council

Community Groups non Income Generating Event: staging non income generating events and no tickets are sold for the event. This includes private social events such as birthday parties.

Commercial Organisations: Events held by Commercial Organisations.

Community Groups Income Generating Event: staging income generating events and tickets are sold for the event. This includes a fund raising / charity events.

***Day Delegate includes:**

- 8 hours of room hire
- 1 flip chart and pens
- Digital projector and screen
- Laptop
- Mineral water

- Diluting juice
- 2 x tea, coffee and biscuits
- Soup and sandwich lunch.

Please note: All prices are inclusive of VAT, except room hire. Hire charges apply to events held between April 2019 and March 2020. Prices from April 2020 are subject to change.

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VENUE HIRE



Equipment and portable staging required must be specified on the booking form to ensure availability.

LINLITHGOW BURGH HALLS ADDITIONAL CHARGES	
Portable induction loop	Free
Lectern	Free
Top table	Free
Trestle tables (1825 x 760)	Free
Small square tables (600 x 600)	Free
200 conference chairs	Free
Card tables	Free
Flip chart stand with pad and pens	£8.00 each per hire
TV/DVD player	£32.00 per hire
Digital projector	£26.50 per hire
Digital projector and screen	£48.00 per hire
Laptop computer	£32.00 per hire
Sound system	£42.00 per hire
Wired microphone (set up & operational)	£16.00 + £34.00 per hour tech (if required to be in attendance)
Radio microphone	£32.00 + £34.00 per hour tech (if required to be in attendance)
140 chair covers	£1.00 per chair cover
5 portable staging pieces (2000 x 1000)	£32.00 set up
Additional cleaning	£32.00 per hour
Photocopying	10p A4 & 20p A3
Laminating	80p A4 & £1.60 A3
Phone calls	50p p/min (local only)
Steward	£13.50 per hour
Linen Table cloth hire	£6.50 per item
PRS fees for income generating performances:	3% of gross ticket income (£36 minimum charge)
PRS fees for non-income generating performances:	£10.19 for 100 people. £2.41 for each 25 people thereafter
PRS fees for private hire discos	No Charge
PRS fees for dance classes:	£1.53 per class, more than 30 attendees £1.79
Bar Services	£23.50
Technician	£34.00

PLEASE NOTE: A hire session is anything up to a full day use. All prices are inclusive of VAT, except room hire. Hire charges apply to events held between April 2019 to March 2020. Prices from April 2019 are subject to change.



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